

# ACES NOTIFICATION

**Attention: ALL STATE AGENCIES and CSU's  
Public Agencies and Schools please disregard**

Due to the reduction of employee retirement contribution rate effective July 1, 2003 or October 1, 2003 (determined by employee's Bargaining Unit) State Controllers Office will be submitting two tapes that our CalPERS systems must update. The process to update these tapes will be split in two phases.

The first phase will be performed beginning Wednesday, October 8 through Tuesday, October 14, 2003. All daily T-log files (PIMS) from October 8th through October 14th must be held until the completion of this tape. Based on a successful October 14th completion date, the daily T-log tapes will begin processing and be completed by Friday October 17th.

The second phase will be performed beginning Monday, October 20th through Friday, October 24th, 2003. All daily T-log files (PIMS) from October 19 through October 24th must be held until the completion of this tape. Based on a successful October 24th completion date, the daily T-log tapes will begin processing and be completed by Friday October 31st.

During these timeframes, ONLY New Health Enrollments awaiting the appointment update and New COBRA enrollments awaiting the permanent separation update will have to be held until the backlogged T-log tapes are updated. These transactions are dependent upon the appointments and permanent separations keyed between October 8th or October 31st (determined by employee's Bargaining Unit). Prior to inputting the New Health or New COBRA, verify in ACES Participant Inquiry whether the appointment or permanent separation has been applied. If not, please wait until Monday, October 20th or Friday, October 31st to verify again or until you have received a notification regarding the system update status. Please do not mail these HBD12's to CalPERS as they will have to be held as well. If any system failure occurs causing a delay, all users will be notified as soon as possible with an update.

This does not affect any other type of ACES transaction. We apologize for any inconvenience this may cause. All users will be notified just as soon as the updates are complete.

As usual if you have an emergency that requires immediate assistance, please contact us at (888) CalPERS (225-7377). We thank you for your patience while our systems are updated to accommodate these new changes.